

Retention and Classification Report

Agency: Spring City (Utah) (1113)
Spring City Hall
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Records Officer Michelle Chandler

27276	City code
08564	Council minutes
08560	Interment register
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27274	Policies
27273	Resolutions

AGENCY: Spring City (Utah)

SERIES: 27276

3

TITLE: City code

DATES: 2002-

ARRANGEMENT: Numerical by code number

DESCRIPTION:

Municipalities are empowered to "revise, codify, and compile...and to publish in book, pamphlet, or looseleaf form all ordinances." In 2004 Spring City published the "City Code of Spring City," which is a complete simplified code of all general or permanent city ordinances (See Utah Code, 10-3-707 [1977]). Spring City Code addresses the following: administration, committees and commissions, business and license regulations, public health and safety, motor vehicles and traffic, public ways and property, utilities, building and zoning and subdivision regulations, and impact fees. These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1977). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 08/12/2009

AGENCY: Spring City (Utah)

SERIES: 27276

TITLE: City code

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal

Codified ordinances contain the complete simplified code of all general or permanent city ordinances.

PRIMARY CLASSIFICATION:

Public

AGENCY: Spring City (Utah)

SERIES: 8564

3

TITLE: Council minutes

DATES: 1871-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the official record of the proceedings of regularly scheduled, special and emergency council meetings. Includes date, time, and place of meeting, name of members in attendance and those absent, a record of subjects discussed, statements of intent, and a record of action taken.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Paper: For records beginning in 1871 through 1886. Retain in State Archives permanently with authority to weed.

AGENCY: Spring City (Utah)

SERIES: 8564

TITLE: Council minutes

(continued)

APPRAISAL:

Administrative Historical

Spring City minutes provide details about the history and functioning of Spring City municipal government as well as financial information.

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301(1)(e) (2008)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(32) (2008)

AGENCY: Spring City (Utah)

SERIES: 8560

4

TITLE: Interment register

DATES: 1892-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series documents burials in the Spring City Cemetery in the form of an historic, century-old, handwritten ledger maintained by the sexton. Ledger columns include the name of the deceased, their dates of birth and death, parents' names, the location of the grave, the cause of death, and the name of the doctor or medical attendant at the time of death. Not all columns are completed for all individuals. Cemetery block and lot numbers have been recorded since 1892. Recording individual grave space/site information was sporadic from the mid-1970s until it became standard practice in 1999. A partial list of sextons and their beginning dates of service is written on the inside of the front cover. The April 1991 filming covers deaths through March 8, 1991 (pages 112-113); the August 2009 filming includes deaths through April 16, 2009 (pages 124-125).

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/22/2015

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with

AGENCY: Spring City (Utah)

SERIES: 8560

TITLE: Interment register

(continued)

authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This disposition is based on the value of these records in documenting deaths and burials in Spring City.

PRIMARY CLASSIFICATION:

Public

AGENCY: Spring City (Utah)

SERIES: 8562

3

TITLE: Ordinances

DATES: 1871-

ARRANGEMENT: Numerical by ordinance number or title

DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 714. An ordinance includes the title, preamble, an ordaining clause, subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 04/19/1991

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently and then microfilm.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

AGENCY: Spring City (Utah)

SERIES: 8562

TITLE: Ordinances

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Spring City (Utah)

SERIES: 27274

3

TITLE: Policies

DATES: 1992-

ARRANGEMENT: None.

DESCRIPTION:

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities, mission statement, studies regarding department or office operations, circular letters or directives, and records related to significant events in which the department or office participated.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 70.

AUTHORIZED: 03/11/2015

FORMAT MANAGEMENT:

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AGENCY: Spring City (Utah)

SERIES: 27274

TITLE: Policies

(continued)

APPRAISAL:

Administrative Historical

Policies have primary administrative value as they document procedures and processes for managing the city. Secondly, they document the history of city government.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(11) and UCA 63G-2-305(12) (2008)

AGENCY: Spring City (Utah)

SERIES: 27273

3

TITLE: Resolutions

DATES: 1954, 1974, 1976, 1977, 1982, 1983, 1987-

ARRANGEMENT: Roughly alphabetical by topic

DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1977)).

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 22.

AUTHORIZED: 08/11/2009

FORMAT MANAGEMENT:

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AGENCY: Spring City (Utah)

SERIES: 27273

TITLE: Resolutions

(continued)

APPRAISAL:

Administrative Historical Legal

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

PRIMARY CLASSIFICATION:

Public